

## **HARTFORD PARKS AND RECREATION COMMISSION MINUTES**

Wednesday, February 2, 2022  
5:30 PM – City Hall, Council Chamber

Present: Todd Rusniak, Joe Kohler, Todd Bultman, Karin Buhle, Scott Helms, Ken Mikulec

1. President Rusniak called the meeting to order at 5:28 PM; "This is an open meeting under 19.81 to 19.98 of the Wisconsin State Statutes".
2. Approval of Minutes  
**MOTION BY Kohler**, seconded by Buhle to approve the November minutes.  
**MOTION CARRIED**
3. Informational Monthly Staff Reports – Reviewed.
4. Communication and Correspondence – None
5. Appearances / Public Comments – None
6. Old Business – None
7. New Business

### **ADMINISTRATION**

Winter / Spring Activity Guide – This was included in the Commission's packet.

FORTE Bank Centennial Park Pavilion Donation & Status Report on Remaining Naming Gifts – FORTE Bank has recently announced a donation of \$125,000 and reserving the naming rights for the Performance Area of the Multi-Purpose Pavilion. The naming rights for the Reservable Shelter, the other half of that pavilion, is still available.

The Fundraising Campaign for this park re-development, which is being managed by City staff, has been going well. With this recent donation, over \$443,000 has been raised to date. Besides the shelter area of the pavilion, there are other amenities still available for naming rights.

MSA Professional Services – Centennial Park Design & Development Approved Contract – Handout Reviewed – The City Council has approved the contract between the City and MSA Professional Services for the design work for Phase 2 of the Centennial Park Development.

The City will be completing Phase 1 improvements which will make the park ADA compliant and includes the wall reconstruction, bridge replacement, ADA Canoe/Kayak launch, fishing pier and Rubicon River Trail reconstruction.

Phase 2 improvements include park pavilion, parking lot, sidewalk, site restoration and landscaping, playground equipment, fencing, site furnishings, fitness stations, and lighting. MSA will make a presentation to the Commission once they are 'mid design'.

The Mill Pond Retention wall replacement has been delayed and is now scheduled to be completed in September. Park re-development work will be coordinated with the wall construction.

Aducation EMC Services Agreement for Recreation Center – Staff Report – The Parks and Recreation Department has an advertising agreement with Aducation, a company owned by Bob Jewell, for static advertising banners hung in the Recreation Center. Aducation sells advertising and has the banners made. They then hang in the facility and a portion of the advertising fee is given to the Recreation Department.

A new agreement with Aducation has been reached in which digital monitors will be placed in the lobby, cardio room, weight room and aquatic viewing area. Aducation will sell digital advertising for these monitors and a percentage of the advertising fee will be given to the Recreation Department. In addition, the Recreation Department can advertise our own programming and other events and activities on these monitors.

Commissioner Helms confirmed that Recreation Staff will approve all advertising before placed on the monitors and Alderperson Kohler confirmed these monitors/ads do not have sound.

Hartford Jazzercise Ends Rental and Services and Recreation Center – Staff Report – Starting in 2019, Jazzercise has rented a room in our facility, holding classes 7 days a week, multiple times most days. Since COVID, Jazzercise has been making adjustments to maximize financial potential which has now included moving to a new location. Therefore, at the end of the month, Jazzercise will no longer be a renter at the Recreation Center. Staff has been discussing possible programming to hold in the vacant room. Discussion has included a tumbling room, a party room, a room for additional fitness classes held by the Recreation Department and a Golf Simulator room. This last option garnered excitement from some Commission members.

### **RECREATION PROGRAMS / ACTIVITIES**

Staff mentioned these upcoming programs:

- Snowed In at the Movies – February 11, Friday to Saturday 9 PM to 6 AM; this was re-scheduled from January 21<sup>st</sup>
- Junior High Stuck at the Movies – February 21, Monday 9 AM – 3 PM
- Adult Fitness Session II Classes – Week of February 21
- Community Chorus Registration Remains Open; The Chorus has had a few rehearsals for their Spring season. The group is small but the Director hopes to have around 35 registrations and hold a spring concert in May. Previous to COVID, our registrations were around 70 singers. Like pre-COVID, more male singers are needed for this Spring season.

### **ADULT / YOUTH SPORT**

Staff mentioned these upcoming programs:

- Youthball Registration February 1 to March 1
- Youth Co-Ed Volleyball Ages 7-12, Begins February 21

Youthball Umpire Evaluation – Coordination with Recreational League Plans – Staff Report – The Program Supervisor has meet with Slinger, Jackson and Richfield communities which some of our leagues travel to for games. Most of the discussion centered around umpires and the struggles with finding umpires, training them so they all are interpreting rules the same, and pay scales.

It was decided that the younger leagues will only have one umpire. The idea of creating a “Washington County League Umpire Crew” was discussed. All umpires would be trained the same by attending a training day, possibly at Biggler Sports Complex. All would have the same pay rate. In this meeting, it was re-affirmed that Hartford umpire pay rates are the lowest compared to the other communities. Staff will be re-evaluating the budget to bring the pay rates up.

Commissioner Helms asked if Staff has been in touch with the High School Officiating Class. The Program Supervisor has reached out to them in the past and plans to reach out again soon.

## **AQUATICS**

Veterans Memorial Aquatic Center –

Applications for Summer Positions – The Aquatic Fitness Supervisor is accepting applications for the outdoor pool as well as reaching out to former staff to confirm their return.

Signicast Aquatic Center

Swim Lesson Report – Session 1 has been our best session yet for enrollment. Before the start of the session, Staff had anticipated needing to cancel classes due to lack of instructors. However, two weeks prior to the start of the session, additional instructors stepped forward allowing us to add classes to Monday and Wednesday nights. Session 2 classes are currently filled and staff is expecting to have instructor availability issues again, as most of the instructors will have conflicts with track.

StarFish Swim Instructors – Update on Trained Staff – Given the staffing issue we are experiencing, being able to train new instructors as needed has been extremely beneficial. To date, the Aquatic Fitness Supervisor has trained 10 new instructors. There is anticipation that he will need to train a few more prior to the summer lessons which would increase our current StarFish level of 10 instructors to a 15-25 Instructor Level which has a slightly higher administration fee.

The founder of the StarFish program is scheduled to be at the WPRC conference at the end of the month as well as the March Aquatic Seminar with in water training.

## **PARKS OPERATIONS**

2021 Park Activity and Reservation Report & 2022 Park Shelter Reservations- The Commission received the 2021 End of Season Park report which includes the number of reservations and park attendance for the season as well as a tracking of rentals that have waived fees. The 2022 Park rental season has begun and people interested in renting a shelter can contact the Recreation Office.

2022 Park CIP Projects Review – A list of carry-forward projects from 2021 as well as the new 2022 projects was shared. The carry-forward projects include work at Centennial Park, renovation of the south diamonds at Independence, the Recreation Center de-water system and chiller replacement and VMC slide refinish.

New projects for 2022 include a shelter at Veterans Park and basketball court resurface, bathroom remodeling at Willowbrook, Woodlawn and Independence, Homestead Park development, Signicast pool basin resurface and a new digital sign along Hy 60 and Rural Street.

Ice Rink Updates – Both ice rinks are operational and it is one of the best ice seasons in a long time.

## **OTHER REPORTS /COMMISSION REQUESTS**

Commissioner Helms thanked the Department for working with the High School in scheduling use of the Signicast Pool when the High School was experiencing pool heater issues during the winter break.

The Director mentioned the loss of two previous employees, Jan Pietch and Doreen Cole, both of whom passed away in the last few months. He expressed sympathies to both families.

## **ADJOURNMENT**

**MOTION BY** Mikulec seconded by Bultman to adjourn at 6:20 PM.

**MOTION CARRIED**

Submitted by Mike Hermann and Sara Cummings

"Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting." Members of the Common Council may attend the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) such attendance may be considered a meeting of the Common Council may attend the meeting without violating the open meeting law."